

## **Version I**

### **LMS Roles and Associated Functions**

#### **1. Course Manager:**

- a. Represents the Proponent as Source of official information and data
- b. Constructs, edits, and manages Course data, including:
  - (i) CAD information
  - (ii) Course structure
  - (iii) Lesson-level information (required Resources, attachments, Skills acquired)
- c. Constructs, imports from external sources, and manages Content, including:
  - (i) Building and controlling Tests
  - (ii) Building and controlling Critiques
  - (iii) Managing imported electronic content
  - (iv) Maintaining designated portion of the Content Repository
- d. Constructs, manages Individual Training Plans (ITP) for Proponent
  - (i) Skills (Task, Condition, Standard)
  - (ii) Internal Roles (critical Skills for each MOS/.Skill Level)
  - (iii) Linkage of Courses to internal roles
  - (iv) MOS/Career Fields (constructed from internal roles)
  - (v) Course Progressions (linked to MOS/Career Field)
- e. Creates Expendable Resource Records as Products
- f. Requests of ATHD new data types required for Courses/Lesson templates
- g. Qualifies Instructors for Designated Lessons

- h. Designates other CoMs, CMs, and Instructors (LMS Roles)
- i. Functions as iteration manager (CM) for Web-based training Courses or Products
- j. Performs analysis of Test and Critique data
- k. Performs as needed all CM/Sched and Faculty functions for Instructor-led training

## **2. Class Manager:**

- a. Constructs, edits, and manages Course iteration data, including:
  - (i) CAD information
  - (ii) Lesson-level information (required Resources, attachments, Skills acquired)
- b. Performs detailed Lesson scheduling including:
  - (i) Scheduling rooms/training areas by date, by hour
  - (ii) By name Instructor-to-Lesson selection
  - (ii) Scheduling *ad hoc* events
  - (iii) Scheduling Resources required by Lesson template
- c. Responsible for class roster organization (Groups, Sub-Groups, and Sections)
- d. Performs Wait List management
- e. Determines if required Resources are stocked locally
- f. Performs analysis of Test and Critique data
- g. Performs as needed all Faculty functions for Instructor-led training

## **3. Scheduler:**

- a. Constructs, edits, and manages Course iteration data, including:
  - (i) CAD information

(ii) Lesson-level information (required Resources, attachments, Skills acquired)

b. Performs detailed Lesson scheduling including:

(i) Scheduling rooms/training areas by date, by hour

(ii) By name Instructor-to-Lesson selection

(ii) Scheduling *ad hoc* events

(iii) Scheduling Resources required by Lesson template

c. Determines if required Resources are stocked locally

**4. Instructor (other Faculty Roles to a lesser extent):**

a. Accesses, as needed, instructional materials associated with/attached to Lesson

b. Takes Lesson-Level attendance

c. Records externally administered test grades against class rosters

d. Marks Lessons complete

e. Conducts, participates in Chat and Threaded Discussions

f. Aggregates Test and Critique data

**5. Resources (Facility and Equipment Managers):**

a. Construct, edit, and manage Facility and Equipment records in the LMS

b. Construct and maintain Building records

c. Manages Equipment, Facility availability

**6. Resources (Product Distributor):**

a. Manages and ships on registration physical training Products (CD, texts, etc).

b. Construct, edit, and manage Expendable Resource records in the LMS

(i) Monitors stockage levels

- (ii) Updates quantities on hand upon receiving re-orders

**7. Unit Training Manager/Learning Approver:**

- a. Registers by proxy assigned subordinates for training
- b. Accesses subordinates' training records for purpose of identifying training deficiencies
- c. Assigns unscheduled training tasks ("to do list") to subordinates
- d. Grants subordinates' Skill proficiencies based upon external evaluation or observation
- e. Approves subordinates' registration requests for designated Courses and Products (LA only)

**8. Commanders, Training Supervisor (not LMS Roles):**

- a. Appoints LMS Role Based Users
- b. Requests of ATHD new required data types as needed

**Version II**

**LMS User Based Roles and Descriptions**

	Role	Description
1	Assistant Instructor	An individual, military or civilian who provides support and assistance to a primary Instructor when they are preparing for or presenting material to a Learner.
2	Class Manager	This is the individual responsible for managing the conduct of an iteration of a course. The Class Manager's responsibilities include, but are not limited to such activities as establishing/verifying daily (lesson level) scheduling, authenticating Learners, ensuring resources are available when needed, and ensuring Learners are where they are scheduled to be.
3	Classroom Manager	This individual is responsible for ensuring that an assigned classroom/lab/training area at a resident education or training site is ready with the required training products for the presentation of specified lessons.
4	Course Manager (Proponent)	This is the individual assigned by the course proponent to ensure the efficient presentation of the assigned course over time. A Course Manager for a specific course ensures it is current, establishes class start and end dates, submits CAD and POI, ensures iterations are presented as designed and scheduled (start and end dates), assists Class Managers as needed, acquires resources required to present the course, identifies course problems and implements viable implementation solutions. In the Block 3 System, this role is called Course Manager and is abbreviated CoM.

	Role	Description
5	Digital Training Facility Manager	This is the individual responsible for ensuring the distance learning facility is available for Learner use and that the facility provides the required capabilities. Responsibilities include such items as ensuring installed education/training equipment, software, and networks operate as required; a learning station with appropriate courseware is available for scheduled learner(s), and equipment/software upgrades are installed
6	Facilitator	This is an individual who serves to make it easier for a group of learners to reach a predefined learning objective. The facilitator serves to keep the groups' actions/discussions focused on the task at hand.
7	Instructor	Any individual, military or civilian, who conducts instruction. This instruction may be on-site in the actual presence of Learners, via electronic means such as Video Tele-training (VTT) or web-based education/training, or providing assistance to a Learner engaged in a self-paced education/training program.
8	Learner	This is an individual engaged in acquiring knowledge and skill by actively participating in a directed or self-motivated education/training course/courseware.
9	Learning Approver	This individual is a chain-of-command supervisor who is overall responsible for the welfare, morale, training, education and discipline of those under their command/ direction.
10	Product Distributor	The Product Distributor will be the individual responsible for shipping paper-based, CD-ROM based and other hard copy products to recipients in response to requests for these products. The request can be triggered by the registration of a learner in a course or by a request for a product in the product catalog. The PD will also be responsible for ensuring that there are always sufficient quantities of these products in stock to meet user requests.
11	Scheduler	An individual responsible for scheduling classroom facilities for each type of class. The Scheduler will, for example, identify the course, class, classroom, activity, start and end time.
12	Subject Matter Expert	This is an individual who has knowledge of and can perform, the tasks and supporting skills and can apply the knowledge of a specific job/duty position. They are task content experts. This individual provides the technical expertise for the job/duty position. Army SMEs may be Soldiers/Civilians in units, Instructors, Task Performers, and their Supervisors. There are three levels of SMEs – apprentice, journeyman, and master.
13	System Administrator (Note: This is a PMO Role)	<p>The System Administrator (SA) is an individual who will be responsible for the operation and maintenance of the Block 3 System. This individual will perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Creation of system accounts and assigning privileges to users</li> <li>• Activation and deactivation of user accounts</li> <li>• Monitoring of the system and the system interfaces to ensure required availability</li> <li>• Responding to alerts from the system based on severity</li> <li>• Notifying users of scheduled and unscheduled down times for maintenance and emergency operations</li> <li>• Coordinating maintenance tasks with the systems administrators / operations and maintenance groups of external systems.</li> </ul>

	Role	Description
14	Training Facility Manager	This individual is responsible for the operation and maintenance of Army education/ training facilities. These are the facilities that provide special capabilities required to conduct education/training activities. These facilities include, but are not limited to, such items as ranges, training areas, simulation buildings, and training laboratories/ workshops. This manager is responsible for ensuring the facility is available for Learner use when scheduled and that the facility provides the required capabilities.
15	Unit Training Managers	This individual is responsible for implementing training in an Army unit. It includes such management activities as: planning, budgeting, organizing, acquiring training products, scheduling, and providing evaluation feedback to the training/task proponent concerning the quality and usability of the provided training materials.